

4-3272

03-18

A G R E E M E N T

LIBRARY  
Institute of Management and  
Labor Relations

between

FEB 26 1982

RUTGERS UNIVERSITY

WASHINGTON TOWNSHIP

BOARD OF EDUCATION

(Gloucester County)

and

WASHINGTON TOWNSHIP SCHOOLS SUPPORTIVE

SERVICES PERSONNEL ASSOCIATION

(Transportation, Maintenance,  
Food Service, Security)

Covering the Period

July 1, 1979

to

June 30, 1982

TABLE OF CONTENTS

	<u>Page No.</u>
PREAMBLE	1
ARTICLE I	RECOGNITION
ARTICLE II	NEGOTIATION OF A SUCCESSOR AGREEMENT
ARTICLE III	GRIEVANCE PROCEDURE
ARTICLE IV	BOARD RIGHTS
ARTICLE V	ASSOCIATION RIGHTS AND PRIVILEGES
ARTICLE VI	EMPLOYMENT RIGHTS
ARTICLE VII	REDUCTION IN FORCE
ARTICLE VIII	NON-EMPLOYMENT
ARTICLE IX	SALARIES
ARTICLE X	OVERTIME PAY
ARTICLE XI	PAID HOLIDAYS
ARTICLE XII	VACATIONS
ARTICLE XIII	SICK LEAVE
ARTICLE XIV	TEMPORARY LEAVE OF ABSENCE
ARTICLE XV	MATERNITY LEAVE OF ABSENCE
ARTICLE XVI	HEALTH BENEFITS
ARTICLE XVII	PERSONNEL FILES
ARTICLE XVIII	VOLUNTARY TRANSFERS AND REASSIGNMENTS
ARTICLE XIX	INVOLUNTARY TRANSFERS & REASSIGNMENTS
ARTICLE XX	EVALUATIONS
ARTICLE XXI	EMPLOYEE-ADMINISTRATION LIAISON
ARTICLE XXII	TRANSPORTATION WORKERS ASSIGNMENTS

PREAMBLE

WHEREAS, the Board of Education of the Township of Washington, County of Gloucester, New Jersey (hereinafter "Board"), and the Washington Township Schools Supportive Services Personnel Association (hereinafter "Association"), pursuant to N.J.S.A. 34:13A-1, et seq., have negotiated with respect to terms and conditions of employment and grievances of those employees contained within this bargaining unit;

NOW, THEREFORE, the Board and Association agree as follows:

ARTICLE II  
NEGOTIATION OF A SUCCESSOR AGREEMENT

A. The parties agree to commence negotiations over a successor agreement not later than October 10, 1981. The Association shall furnish the Board a complete written bargaining proposal for such agreement not later than September 15, 1981, and the Board shall furnish the Association a complete written bargaining proposal not later than October 1, 1981.

B. Neither party during the course of negotiations shall have any control over the selection of the negotiating representative of the other party. The parties agree that their respective negotiating representatives shall be clothed with the authority to make and consider proposals and to do all that is necessary for bona fide negotiations; provided, however, that it is understood that no successor agreement shall be binding on the parties unless and until ratified by the Board by a majority vote at a public meeting and by the Association by a majority vote of its membership.

C. Whenever a member of the Association's negotiating committee is mutually scheduled by the parties to participate during working hours in negotiations sessions, he or she will suffer no loss in pay.

its occurrence. Failure to initiate such grievance within the said 30-day period shall be deemed to constitute an abandonment of the grievance.

2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. All time limits must be adhered to unless a modification or extension is agreed to by the Board and the grievant. If such time limits are not adhered to by the Board or Administration, the grievant may thereupon initiate action within the specified time period to the next step of the procedure. If the grievant fails to adhere to such time limits, the grievance shall be considered withdrawn.

C. Procedure

1. Level One - Principal or Immediate Supervisor

A grievant shall initiate his grievance by first discussing same with his Principal or immediate supervisor, with the objective of resolving the matter informally. At the conclusion of said discussion, the grievant and the Principal (supervisor) shall sign and date a form confirming that said discussion has taken place. The Principal (or immediate supervisor) shall furnish a copy of said form to the Association. The Principal or immediate supervisor shall indicate his response, either orally or in writing, within five school days after said discussion has taken place.

3. Level Three - Board

If the grievant is not satisfied with the decision rendered at Level Two or, in the event that no decision has been rendered at Level Two within the time period prescribed therefor, the grievant may, within five school days after issuance of the decision by the Superintendent or, in the event that the Superintendent has failed to issue his decision within the prescribed period, within five school days after the expiration of said time period, appeal the decision at Level Two in writing to the Board of Education by filing a written appeal with the Superintendent.

At the sole option of the Board, the grievance at Level Three may be decided by the full Board or by a designated committee of the Board. The Board, or such designated committee of the Board, shall hold a discussion with the grievant and any other interested parties. Such discussion shall be held within 30 calendar days from the filing of the grievance at Level Three and the decision thereafter shall be issued by the Board or Board committee within 15 calendar days of the conclusion of the discussion.

4. Level Four - Advisory Arbitration

During the 1980-81 and 1981-82 school years only, if the grievant is not satisfied with the decision rendered at Level Three, or in the event that no decision has been

to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory only and shall not be binding on the parties.

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

Anything contained in C(4) to the contrary notwithstanding, the sole grievances that are eligible for processing to Level Four are those grievances initiated after July 1, 1980, under the written signature of an affected individual unit employee which is based upon an application, interpretation or violation of a specific provision of this Agreement establishing a term or condition of employment.

D. Miscellaneous

1. A grievant may be represented at all stages of the grievance procedure by himself, or, at his option, by an Association representative or an attorney-at-law.

ARTICLE IV  
BOARD RIGHTS

The Board hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and Laws of the United States and the State of New Jersey. Nothing herein contained shall be considered to deny or restrict the Board in the exercise of its responsibilities under the Laws of the State of New Jersey. Except as otherwise specified in this Agreement, the Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all of the operations and activities of the school district to the full extent authorized by law. In exercising its powers, the Board, through its administrative staff, shall, subject to the provisions of this Agreement, exercise all of its managerial rights and authority to the extent permitted by law.

against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction authorization cards submitted for individual unit employees by the Association to the Board.

D. Whenever any Association representative or unit employee is mutually scheduled by the parties to participate during working hours in grievance proceedings, administrative conferences or meetings, he or she will suffer no loss in pay.

E. The Association shall have the right of reasonable use of the inter-school mail facilities and school mail boxes for Association communications.

F. If, during his or her normal workings hours, it becomes necessary for an Association officer to be called from his or her normal duties in order to represent a unit employee or the Association before the Administration, such officer shall suffer no loss in pay.

shall be entitled to terminate the employment of any such probationary employee at any time within said 90-day period by giving 10-days' written notice.

F. The Board may terminate the employment of a unit employee during the term thereof without reference to the 30-day notice set forth in Subsection D above, where the unit employee has been determined by the Board to have engaged in such serious misconduct or such complete failure to perform his assigned duties and responsibilities as to constitute discharge for cause.

G. For all unit employees newly hired by the Board after January 1, 1980, for permanent unit positions, seniority in said position and regular salary rate shall commence as of the first day actually worked in said position after the administrator, having posted the required notice of vacancy, has indicated to the employee in writing of his intent to recommend said employee to the Board to fill the permanent vacancy.

displace a head cook who has less seniority in the district as a food service worker.

E. In the event that the Board shall reduce the number of non-instructional aide positions, noninstructional aides having the least seniority in the school district as noninstructional aides shall be laid off first.

F. In the event the Board shall reduce the number of instructional aide positions, layoffs shall be based on district seniority in the following instructional aide subcategories established for this specific purpose only.

1. mathematics aide
2. language arts and/or librarian aide
3. special education aide

The seniority principle shall operate in such a way that:

1. a mathematics aide may only be displaced or "bumped" by
  - (a) another mathematics aide having greater seniority as a mathematics aide
  - (b) a special education aide having greater seniority as an instructional aide
2. a language arts and/or librarian aide may only be displaced or "bumped" by
  - (a) another language arts and/or librarian aide having greater seniority as a language arts and/or librarian aide

as a regular employee in a second category, shall be entitled to displace or "bump" the least senior employee (Employee #2) in said second category so long as he or she (Employee #1) has greater seniority in said second category than the least senior employee (Employee #2) in said second category.

Example #1 - A transportation worker is displaced because of the operation of the seniority principle set forth in Subparagraph B. Since that transportation worker had previously served three years in the district as a maintenance worker, he would be entitled to "bump" the least senior maintenance worker if the latter has two years of service in that position, but not if the latter has four years of service in that position.

Example #2 - A food service worker is displaced because of the operation of the seniority principle set forth in Subparagraph D. Since that food service worker has previously served three years in the district as a mathematics aide, she would be entitled to "bump" the least senior mathematics aide if the latter has two years of service in that position, but not if the latter has four years of service in that position. The displaced food service worker would not be entitled to bump any other subcategory of aide.

H. Any unit employee who is displaced by the operation of the seniority principle set forth in this Article shall have the right of first refusal for any vacancy which occurs in his category (or subcategory, in the case of aides) within one calendar year

ARTICLE VIII

NON-REEMPLOYMENT

A. Any unit employee who receives notice of a determination by the Board not to reemploy him for the following school year may, within 15 calendar days after receipt of such notice, file a written request with the Board Secretary for a statement of reasons for such non-reemployment.

B. Within 30 calendar days after receipt of said written request by the Board Secretary, the Board shall furnish to said unit employee a written statement of reasons for such non-reemployment.

C. Within 10 calendar days of receipt by the unit employee of such written statement of reasons, the unit employee may file with the Board Secretary a written request for an informal appearance before the Board.

D. Upon receipt of said written request for an informal appearance, the Board shall schedule said informal appearance to take place not more than 30 calendar days from the date of receipt by the unit employee of the written statement of reasons.

E. Within 14 calendar days of said informal appearance, the Board shall notify the unit employee as to whether it has altered its determination not to reemploy him.

## ARTICLE IX

### SALARIES

A. Salaries for the 1979-80 school year for all unit employees shall be paid retroactive to July 1, 1979.

B. The salaries for all TRANSPORTATION WORKERS included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following Schedule annexed hereto and made a part hereof:

Schedule A - 1979-80 school year  
- 1980-81 school year  
- 1981-82 school year

C. The salaries for all MAINTENANCE WORKERS included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following Schedule annexed hereto and made a part hereof:

Schedule B - 1979-80 school year  
- 1980-81 school year  
- 1981-82 school year

D. The salaries for all FOOD SERVICE WORKERS included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following Schedule annexed hereto and made a part hereof:

Schedule C - 1979-80 school year  
- 1980-81 school year  
- 1981-82 school year

J. For purposes of future placement on the salary scale, any newly hired regular employee who works for less than a full contract year shall receive a full year's credit on the salary scale if he has worked the equivalent of at least one day more than one half of the total work days for that position during that contract year; provided, however, that this provision shall only apply to unit employees newly hired in the 1979-80 school year or thereafter.

K. The Board shall be empowered to withhold the scheduled salary increment of any unit employee for unsatisfactory job performance or other good cause. Such action may be taken by the Board at any time prior to actual payment of the scheduled salary increment and notwithstanding that any notice of reemployment shall have contained a stated salary for the ensuing school year inclusive of the scheduled salary increment. The Board shall notify the unit employee in writing within 10 days after its action withholding the salary increment together with a statement of the reasons therefor. The unit employee shall be entitled to file a grievance concerning said action at Level Three within 10 calendar days after receipt of said written notice and statement of reasons.

ARTICLE XI

PAID HOLIDAYS

A. Maintenance workers shall be entitled to the following paid holidays:

1. Veteran's Day
2. Thanksgiving Day
3. Day after Thanksgiving
4. Christmas Eve (12/24)
5. Christmas Day
6. December 26
7. New Year's Eve (12/31)
8. New Year's Day
9. President's Day
10. Good Friday
11. Easter Monday
12. Memorial Day
13. Independence Day
14. Labor Day

B. Transportation workers shall be entitled to Thanksgiving Day as a paid holiday.

C. Aides shall not be entitled to any paid holidays.

D. Food service workers shall be entitled to Thanksgiving Day as a paid holiday and shall also receive four additional paid days,

## ARTICLE XII

### VACATIONS

All maintenance workers under 12-month contract shall be entitled to paid vacations after completion of specified periods of employment in said position in accordance with the following schedule:

- (a) After six months' employment - 1 week
- (b) After one complete year of employment - 2 weeks
- (c) After seven continued years of employment - 3 weeks

Any maintenance worker who has transferred from another 12-month position in the school district which carried a vacation entitlement shall, for the purpose of the above schedule, be entitled to count the period of employment in said previous 12-month position.

All such vacations shall be taken during the contract year in accordance with vacation schedule requests submitted to the administration for its approval.

Any maintenance worker whose employment is terminated prior to the expiration of the contract year shall be entitled to a prorated vacation entitlement of 1/12 of his yearly entitlement for each month worked during the contract year.

ARTICLE XIV  
TEMPORARY LEAVES OF ABSENCE

A. Personal Business

Each unit employee shall be eligible for two (2) paid personal business days per year. A personal business day may only be utilized for important personal business which the employee is unable to carry out on a non-working day or during non-working hours.

An employee shall be entitled to take one (1) of the two (2) personal days without being required to furnish a reason other than that the leave is for personal business. With respect to the other personal business day, the employee shall be required to furnish a reason in order to permit the Superintendent or his designee to render a decision on the request.

An employee shall submit an application form for a personal business day to the Superintendent or his designee for approval at least seven (7) calendar days in advance, except in the case of an emergency. The Superintendent or his designee may deny a personal business day if the date of the intended absence by the employee would unreasonably interfere with the administration of the schools.

The two (2) days specified herein for personal business days shall not be cumulative if not used in the year granted except under those conditions listed below. Personal business days may be used for illness in the year granted, provided that such

ARTICLE XV  
MATERNITY LEAVE OF ABSENCE

A. Any unit employee shall notify the Superintendent of her pregnancy as soon as it is medically confirmed, and not later than five months prior to the expected birth.

B. The Board shall not remove any unit employee from her duties during pregnancy except on any one of the following bases:

1. Performance

Her job performance has substantially declined from the time immediately prior to her pregnancy.

2. Physical Incapacity

Her physical condition or capacity is such that her health would be impaired if she were to continue performing her duties, and which physical incapacity shall be deemed to exist only if:

(a) the pregnant employee fails to produce a certification from her physician that she is medically able to continue performing her duties; or

(b) the Board's physician and the employee's physician agree that she cannot continue performing her duties; or

(c) following any difference of medical opinion between the Board's physician and the employee's physician, the Board may request expert consultation, in which

by her pregnancy condition and she must thereafter return to work once the physical disability has ceased.

2. Unpaid Maternity Leave

A unit employee may seek an unpaid maternity leave of absence by making application to the Superintendent at least 60 days prior to the requested commencement date of such leave of absence. Said application shall set forth, in writing, the commencement date of the requested leave of absence and the anticipated termination date thereof. The Board shall grant such unpaid leave of absence with the requested commencement date, which commencement date may be any date prior to birth. A unit employee may return to work from an unpaid maternity leave of absence within the same school year in which her leave began, provided that she shall have requested to do so in her application and shall have specified the month when she desires to return. Any extension or reduction of the date of return within the same school year shall only be allowed at the discretion of the Board, provided application has been made following the original grant of the unpaid leave of absence, but prior to the announced commencement date thereof. Such extension or reduction may be granted by the Board for an additional reasonable period of time for reasons associated with the pregnancy or birth, or for other proper cause, provided that such extension or reduction will not substantially interfere with the administration of the school system.

E. Any employee granted a leave of absence under this Article shall be eligible for any available increment in the following school year, if reemployed, provided she has completed at least five months of work during the school year in which the leave of absence commenced.

ARTICLE XVII  
PERSONNEL FILES

A. An employee shall have the right, upon request and reasonable notice, to review the contents of his personnel file and to receive copies of any materials contained therein. An employee may have an Association representative accompany him during such review.

B. An employee may request that any document or material contained in his personnel file which he deems obsolete to be removed. Such request shall be received by the Superintendent or his designee who shall have complete discretion in granting or denying such request.

C. No material generated by school district personnel of an evaluative or judgmental nature which is derogatory to an employee's conduct, service or character shall be placed in an employee's file unless the employee shall be given notice and an opportunity to review the material. The employee shall be entitled to submit a written response to such material for inclusion in the file.

ARTICLE XIX  
INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. A unit employee shall be given notice of an involuntary transfer or reassignment as soon as practicable.

B. Prior to an involuntary transfer or reassignment of a unit employee, the unit employee's immediate supervisor shall meet with him and advise him of the reasons therefore. If the unit employee objects to the transfer or reassignment, he may request of his immediate supervisor a meeting with the Board's Personnel Committee. No involuntary transfer or reassignment shall be made prior to such meeting between the employee and the Board's Personnel Committee, if such meeting has been requested. The unit employee may, at his option, have an Association representative present at such meeting.

ARTICLE XXI  
EMPLOYEE-ADMINISTRATION LIAISON

A. The Association's representative shall meet with the Superintendent at least once every calendar quarter during the year to review and discuss current problems and practices and the administration of this Agreement.

B. Neither the Association's representative nor the Superintendent shall have the power to negotiate terms or conditions of employment or to modify the terms of this Agreement as part of such review and discussion.

by the Transportation Supervisor and the bidding shall take place two weeks after the vacancy occurs. No more than four existing drivers may change routes in any bidding over a vacancy.

E. It is recognized by the parties that when transportation routes are posted by the Transportation Supervisor prior to the commencement of the school year for selection by the drivers, the number of hours contained therein are estimates only and actual pay shall be subject to adjustment based on actual hours. In addition, selection by drivers of posted transportation routes does not constitute a guaranty of a minimum number of work hours for the duration of the school year since the parties recognize that transportation runs may be altered or eliminated during the course of the school year through such factors as opening of new schools, installation of sidewalks, withdrawal of special students, and the like.

For the foregoing reasons, it is recognized that the Board is entitled, during the course of the school year, to cause a reposting and rebidding for all transportation runs where any such factors necessitate the alteration and/or elimination of a large proportion of all transportation runs.

In addition, when transportation runs are posted at the commencement of a school year by the Transportation Supervisor, he shall indicate thereon, as far as possible, those runs which may be temporary or subject to alteration or reduction during the course of the school year, so as to alert those selecting

I. The Board will make every effort to avoid any driver having a permanent schedule in excess of 40 hours per week unless all drivers are placed, as nearly as possible, on a 40-hour per week schedule.

J. All drivers who have a layover of less than one full hour between the end of one run and the beginning of the next run shall receive pay for such layover time. During such layover time, drivers shall remain on duty for the purpose of gassing, cleaning and maintaining their buses and shall be available to perform any other driver duties which may be assigned by the Transportation Supervisor.

Any driver having a combined paid layover time of less than 20 minutes per day shall be entitled to extra pay at his normal hourly rate for the equivalent of the difference between 20 minutes and his actual combined layover time. Such time shall be utilized by the driver to gas, clean and maintain his bus. Notwithstanding the foregoing, in the event the Board shall assign guards or other personnel to gas buses in the evening, such extra pay shall be reduced proportionately, or eliminated in each case depending upon the extent of each driver's actual combined paid layover time.

K. The Board shall have the right to contract with outside carriers parochial routes where it would be uneconomical to utilize the school district's bus or to purchase an additional bus. In addition, where all runs have been assigned and one or two are left over which would be uneconomical from the standpoint of

## ARTICLE XXIII

### MAINTENANCE WORKERS ASSIGNMENTS

Assignments of maintenance workers for the school year and during the course of the school year shall be made by the Maintenance Supervisor.

ARTICLE XXV  
AIDES ASSIGNMENTS

A. Aides employed by the school district presently include the following categories:

- (a) cafeteria-playground aide
- (b) teacher aide
- (c) library aide
- (d) special education classroom teacher aide
- (e) transportation aide
- (f) comprehensive employment and training act teacher aide
- (g) non-instructional aide
- (h) nurse's aide
- (i) state compensatory education program tutorial aide
- (j) ESEA Title I tutorial aide

Since the maintenance of certain categories of aides is dependent upon educational needs and funding from various sources, the parties recognize that the Board has the discretion to abolish existing categories or to create additional categories or to hire additional employees in any category or to reduce the number of employees in any category.

b. Assignments of aides in the various categories for the ensuing school year shall be made by the Administration prior to the opening of school in September.

ARTICLE XXVII  
MISCELLANEOUS PROVISIONS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions of this Agreement shall continue in full force and effect.

B. The terms of this Agreement may not be modified in whole or in part except by written instrument duly signed by properly authorized representatives of both parties.

C. Whenever any notice is required to be given by either of the parties to this Agreement to the other pursuant to the provisions hereof, either party may do so by telegram or by registered or certified mail as follows:

TO THE BOARD: Washington Township Board of Education  
c/o Superintendent  
Bunker Hill School, R.F.D. #3  
Sewell, New Jersey 08080

TO THE ASSOCIATION: Washington Township Supportive  
Services Personnel Association  
c/o President  
(address of President's building)

D. Copies of this Agreement shall be duplicated and made available to unit employees, with the cost thereof shared equally by the Board and Association.

April 28, 1980

SCHEDULE B

MAINTENANCE WORKERS SALARIES

WASHINGTON TOWNSHIP SCHOOLS SUPPORTIVE SERVICES PERSONNEL ASSOCIATION

1979 - 1980

<u>Step</u>	<u>Prior Years of Service</u>	<u>Annual Salary</u>
1	0 and 1	\$ 9,515
2	2 - 5	10,595
3	6 and 7	11,459
4	8 and Over	11,891.

1980 - 1981

<u>Step</u>	<u>Prior Years of Service</u>	<u>Annual Salary</u>
1	0 - 2	\$ 10,300
2	3 - 6	11,469
3	7 and 8	12,404
4	9 and Over	12,872

1981 - 1982

<u>Step</u>	<u>Prior Years of Service</u>	<u>Annual Salary</u>
1	0 - 3	\$ 11,175
2	4 - 7	12,444
3	8 and 9	13,459
4	10 and Over	13,966

April 28, 1980

SCHEDULE D

AIDES SALARIES

WASHINGTON TOWNSHIP SCHOOLS SUPPORTIVE SERVICES PERSONNEL ASSOCIATION

1979 - 1980

<u>Step</u>	<u>Prior Years of Service</u>	<u>Hourly Rate</u>
1	0	\$ 2.90
2	1	3.10
3	2 and 3	3.20
4	4 and 5	3.30
5	6 and 7	3.40
6	8 and Over	3.45

1980 - 1981

<u>Step</u>	<u>Prior Years of Service</u>	<u>Hourly Rate</u>
1	0 and 1	\$ 3.25
2	2	3.36
3	3 and 4	3.46
4	5 and 6	3.56
5	7 and 8	3.66
6	9 and Over	3.71

1981 - 1982

<u>Step</u>	<u>Prior Years of Service</u>	<u>Hourly Rate</u>
1	0 - 2	\$ 3.55
2	3	3.65
3	4 and 5	3.75
4	6 and 7	3.85
5	8 and 9	3.95
6	10 and Over	4.00

ROUTE SELECTION - Continued

e. If for some reason a driver is unable to attend the meeting, he may designate, in writing, another driver to make a route selection. Written approval for having another driver make a route selection must be received prior to the beginning of the route selection meeting.

In an extreme emergency, the driver who is unable to attend the route selection meeting may call the Transportation Coordinator directly, requesting authorization for another driver to choose his route. This telephone conversation must be verified by letter when the driver returns to the district.

f. If a driver does not attend the route selection meeting and has not requested to have another driver make his selection, he will forfeit his right to selection by seniority. The driver will be assigned to whatever routes remain after the entire selection process has been completed. However, if the driver contacts the Transportation Coordinator within twenty-four (24) hours after the route selection meeting, he will be permitted to make his selection among whichever routes remain.

g. After all announcements are made and the new drivers are instructed on the procedure for route selection, the selection process will proceed as follows;

1. The Transportation Coordinator will call for the senior driver, according to the seniority list, to make his selection from all available routes.

When the senior driver selects a run, he will be given an envelope containing the keys, specific information about routes he has selected and other materials such as defect report sheets, student discipline report sheets, payroll report sheets, etc. (This envelope of material will be presented to each driver immediately after their route selection has been made.)

2. He will then call on the next senior member to make a selection from the remaining routes available.
3. This procedure will continue until all routes are selected on a seniority basis by the drivers present or those authorized to select for absentees.
4. The Transportation Coordinator will assign remaining routes to any drivers not present at the meeting and not requesting authorization to have someone select for them, subject to I (f) above.

ROUTE SELECTION - Continued

- f. The Transportation Coordinator is responsible for updating the list of drivers and routes, on the drivers' bulletin board, after each time the changes are made.
- g. The Transportation Coordinator is responsible for advising the Payroll Office of all payroll changes caused by the new route selections.

<p style="text-align: center;"><u>ROUTE VACANCY - BID SHEET</u></p>		
Name _____	Date _____	Time Issued _____
Present Route Number _____		
Due to a vacancy, you are eligible on seniority basis to bid on a new route in accordance with Contract Article _____ Page _____, if you so desire.		
Check One:		
<input type="checkbox"/> I am interested in bidding for a new route.		
<input type="checkbox"/> I am not interested in bidding for a new route.		
Return this form to the Transportation Coordinator by _____ Date _____		
_____ Time _____		
_____ Signature _____		

EXTRA DRIVING WORK AND TRIPS - Continued

11. The Transportation Coordinator has the right to assign trips to the first available driver when a last minute request is granted (less than 24 hours).
12. Trip sheets will be furnished for each trip. They are to be completed and turned in to the Transportation Coordinator's office immediately following the trip completion, or in the event of evening or weekend trips, on the morning of the first day following the trip that the transportation office is operational.
13. Drivers employed after the beginning of the school year will be added to the "Trip and Extra Work List" following the driver with the lowest seniority. The new driver will take his place on the "Trip and Extra Work Rotation List" in the same position as the driver with the highest number of hours of trips and extra work on the date of the new driver's appointment by the Board of Education

Example: Rotation List	
Driver with highest hours	24 Hrs.
Other drivers	20 Hrs.
New driver placed on rotation list at this point	-----#
Which means the new driver will not be eligible for trips until all other drivers have completed 24 hours.	

14. Summer work, when available, will be assigned by the Transportation Coordinator by seniority.
15. The following codes will be used by the Transportation Supervisor when driver contact must be made over the telephone, to accept or reject extra work (when a notice cannot be placed in a mailbox on weekends or when the school system is closed):
  - A - Acceptance
  - R - Rejection
  - PB - Phone Busy - Rejection, go onto next driver
  - NA - No Answer - Rejection, go onto next driver
  - OT - Phone out of Order - Rejection, go onto next driverOnly "A" and "R" are chargeable to the driver on the Trip and Extra Work Rotation List.
16. Trip hours will be kept as close to equal as possible.

ARTICLE XXVIII  
DURATION OF AGREEMENT

This Agreement shall be effective as of the date of execution thereof and shall continue in effect until June 30, 1982; provided, however, that the salary provisions contained herein shall be retroactive to July 1, 1979, in accordance with Article IX.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their proper officers and their corporate seals to be affixed hereto this 28th day of April , 1980.

WASHINGTON TOWNSHIP BOARD OF EDUCATION

By: Gerald J. Luong  
Gerald Luong, President

ATTEST:

Ellie W. Brohl  
Ellie Brohl, Secretary

WASHINGTON TOWNSHIP SUPPORTIVE  
SERVICES PERSONNEL ASSOCIATION

By: Thelma Labenz  
Thelma Labenz, President

ATTEST:

Joan E. Taylor  
Joan Taylor, Secretary